

Utility Allowance Analysis Certification

[Please note: This form is optional and is provided as a tool to facilitate the utility allowance analysis. Complete either the top or bottom portion.]

Project Name

Project No.

If your property has a utility allowance, HUD requires you to submit an updated tenant-paid utility analysis. Each year the owner must analyze the last twelve months of utility data based on actual usage and recommend what the utility allowance should be for the upcoming year.

- If this is your **initial contract renewal** under the Multifamily Assisted Housing Reform Act (MAHRA), or if your renewal or rent increase request occurs in an **even year (e.g. 2008, 2010)**, submit an updated tenant-paid utility analysis. Please provide a recommendation of appropriate utility allowances for each unit type and documentation from the utility company to support the recommendation. Note that you should recommend a change if the actual average tenant-paid utility costs have varied by 10% or more.

- ☐ Attached is supporting documentation from the utility company and my recommendation for the new utility allowance for each unit type.

Signature: _____ Date: _____

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- If your renewal or rent increase request occurs in an **odd year (e.g. 2009, 2011)**, complete a tenant-paid utility analysis and **check one** of the following:

- ☐ By signing below, I certify that I have completed a tenant-paid utility analysis and found that tenant-paid expenses have *not* changed by 10% or more in the last 12 months.
- ☐ By signing below, I certify that I have completed a tenant-paid utility analysis and found that average tenant-paid expenses have increased or decreased by 10% or more in the last 12 months. Attached is supporting documentation from the utility company and my recommendation for the new utility allowance for each unit type.

Signature: _____ Date: _____
